

# Urgently Needed: Finance Officer

Contributed by Administrator  
Thursday, 25 September 2008

## VACANCY WITH WORLD RELIEF

World Relief is a USA relief and development charity working with Local partners to bring help and hope to communities in need.

Our HR Team is looking for candidate as listed below:

### Job Description

Job Title: Finance Officer  
Job Title of Immediate Supervisor: Support Services Manager  
Work Location: Based in Jakarta (willing to travel)  
Status Categories: Unaccompanied; Term of Assignment: 1 year contract / Full-Time + Benefits  
Grade: B2

### GENERAL FUNCTION:

To provide financial accounting and general admin support services to the World Relief programs in accordance with World Relief's Policies and Procedures, maintain accounting records and the general ledger and provide reports.

### SPECIFIC JOB DUTIES:

#### Cash and Banking

1. Responsible for the office petty cash float.
2. Issue petty cash and cash advances to staff and to project sites as required, ensuring that records are well maintained.
3. Receive cash into Banda bank and/or petty cash ensuring that records are well maintained.
4. Maintain the cash book and reconcile daily and weekly.
5. Maintain the bank account and reconcile monthly.
6. Assist the Support Services Manager with forecasting cash requirements and monitor changes.
7. Receive and record monies paid in by staff or others, issue receipts as appropriate.
8. Maintain safe custody of cash at all times.

#### Disbursements

1. Ensure all expenditures are approved in accordance with World Relief policies and procedures and Logistics operating procedures.
2. Check invoices for authorization, correct account and project coding, and process payments for utilities and suppliers.
3. Prepare requests for wire transfers or to pay suppliers.
4. Check and reimburse employee expenses in accordance with World Relief's policies and procedures.
5. Disburse salaries to local staff in accordance with World Relief's HR policies and procedures.

#### General Ledger

1. Enter all receipts and expenditure to the general ledger in Quick Books accurately and in a timely manner.
2. Make sure that costs, expenses and any recoveries are allocated to the right cost locations, revenue and/ or project codes
3. Reconcile employee advances and other scheduled accounts at least monthly.
4. Provide General ledger files to the Support Services Manager at month end in accordance with finance reporting calendar.

### Budgets

1. Assist project managers and the Support Services Manager develop project budgets and assist the Support Services Manager with development of the core budget as required.
2. Assist the Support Services Manager create, configure and maintain the Reporting modules in QUICK BOOKS and any other financial reporting modules that World Relief may be using from time to time. Explore ways to align data capture to the grant proposal line items to ease monitoring and reporting.

### Reporting

1. To provide monthly cash summary, bank reconciliations, general ledger reports in accordance with WR financial reporting timeframes.
2. Assist the Support Services Manager to create, configure, and maintain field accounting systems, forms, and software, including the development, testing and fine tuning of the automated interface system for capturing data into the financial reporting system in use.
3. Assist the Support Services Manager provide quarterly project specific financial reports for donors and the monthly reports to Head Office (Baltimore), including ensuring that the reporting module in the financial reporting system in use is configured to generate the required reports. The Finance Officer, where necessary, will assist the Support Services Manager design/write these reports in the financial reporting system's Report Writer module.
4. Work closely with the Support Services Manager to ensure that systems and reports are compliant, including the timely and accurate generation of ad hoc reports that HQ Finance, donors and management may require from time.
5. Carry out any other duties assigned by the Support Services Manager.

### Applicants must :

1. Accounting Background (S1) degree
2. Good English skill (written & oral)
3. Fresh graduate are welcome but working experience would be an advantage

In order to apply for the following posts, please email:  
hrindonesia@ wr.org , attach your resume and your support document that needed and mention your expected salary.  
Please indicate "Finance Officer" on the subject line.  
Closing date: October 3, 2008

Successful applicants will be contacted for interview and fill Application form. Due to administration time and costs, candidates not short-listed will not be contacted.

Regards,  
WORLD RELIEF INDONESIA